



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX KENTUCKY 40121-5000

REPLY TO  
ATTENTION OF:

ATZK-S (385-10c)

4 March 2004

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT:** Summer Safety Campaign

**1. References:**

- a. Thunderbolt Six Policy Memo No. 40-11, Command Safety, 27 May 03.
- b. Fort Knox Reg 385-10, Fort Knox Force Protection Program, 13 Mar 98.
- c. FM 100-14, Risk Management, 23 Apr 98.
- d. TB MED 507, Prevention, Treatment and Control of Heat Injury, 25 Jul 80.
- e. GTA 5-8-12, Individual Safety Card, Basic Heat Injury Prevention and Cold Injury Prevention, 25 Feb 99.
- f. Memorandum, ATZK-S, 16 Apr 03, subj: Fort Knox Privately-Owned Vehicle (POV) Accident Prevention Program.
- g. Memorandum, ATZK-PTE-P, 3 May 02, subj: Fort Knox Plan No. 1-02, United States Army Armor Center and Fort Knox Tornado Warning/Shelter Plan.
- h. Memorandum, ATZK-S, 8 Aug 02, subj: Fort Knox SOP No. 1-02, Field Safety SOP.

2. This memorandum is my plan to ensure a safe summer season for all Fort Knox personnel. It addresses requirements concerning both on- and off-duty activities. Planning and preparation for the summer season must begin now in order to ensure success. In line with my Summer Safety Campaign plan, the installation safety office has developed a summer season public awareness and information program. My expectations are that every soldier, civilian employee, family member, and visitor completes a summer season free of unnecessary accidents and injury.

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3. The period from Memorial Day weekend through Labor Day weekend marks a time of increased summer vacation travel. At the same time our training load increases with Army Reserve and National Guard soldiers here for Annual Training along with ROTC and West Point Cadet training. In addition, we can expect continued mobilization and de-mobilization activities. Other events such as the CALFEX and Mounted Maneuver Training (MMT) only add to the heightened activity of this already busy time. The hazards we face on a daily basis combined with high OPTEMPO of the summer season calls for increased safety vigilance and leaves no room for error.

4. This campaign focuses on six areas that historically present the greatest challenge during the summer months: heat injury prevention; weather hazards; water and recreational activities; seasonal hazards (i.e. poisonous plants; venomous snakes, insects, ticks), of particular concern is the prevention of West Nile Virus; increased privately-owned vehicle travel; and community/home safety. The effectiveness of this program depends on the accomplishment of the following key strategies.

a. **Fort Knox Safety Stand-Down Day.** On 9 Jun 04 all nonessential operations will be rescheduled and activities curtailed to allow time for Safety Day activities. Every Fort Knox unit, directorate and activity will devote the entire duty day to promoting safety awareness, the only exception is units which have scheduled POI training; these units are required to schedule and conduct a safety day during the third week in Jun 04.

b. **Comprehensive Command Information Program.** The Armor Branch Safety Office will conduct a summer safety information program starting in February and running through the summer season. This program will use the following local resources: KNOXINFO, the Turret, Armor Center Television, memos and safety bulletins, safety councils, and the Armor Branch Safety Office (ABSO) web page (<http://www.knox.army.mil/center/safety/index.htm>).

c. **Accurate and Timely Weather Information.** Planning and conducting military training and other outdoor activities requires timely, accurate weather information. The 18<sup>th</sup> Weather Squadron, 3D Research Corporation is responsible for assisting units and organizations with summer season weather information. They are available 24 hours a day, 7 days a week at 624-5653, alternate point of contact is the IOC at 624-5151.

d. **Thorough Training and Education.** All personnel subject to working or training in environments that could result in heat injuries will receive training by 1 Apr 04.

(1) Initial Entry Training soldiers will be trained in heat injury prevention at the start of each cycle. Training will include information on the recognition, prevention, and prompt treatment of heat injuries. Guidance to accomplish hot weather injury prevention training is in reference 1d. The Preventive Medicine Office, MEDDAC, conducts hot weather injury prevention training. Contact them at 624-0502/0508/0507 to schedule classes.

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(2) Driver training programs must address hazards that a driver may encounter in the summer season; include instruction on precautions for flash flooding, thunderstorms, extreme heat, and high winds. Unit S-3s will ensure summer season driver training is scheduled and conducted.

e. **Continuous Risk Management Implementation.** Units and organizations will conduct initial and refresher risk management training as part of their Safety Stand-Down Day activities. The 5-step risk management process in reference 1c will be used to identify, assess, and mitigate or eliminate seasonal hazards. Commanders will ensure leaders and supervisors receive training on the preparation and use of FK Form 5008-E, Fort Knox Risk Management Worksheet; signature authority on FK Form 5008-E is in Thunderbolt Six Policy Memo No. 40-15 - Risk Management. Encourage soldiers and civilian employees to apply the risk management process in their off-duty and family activities.

f. **Privately-Owned Vehicle (POV) Safety.** Increased summer travel brings with it the need to redouble POV accident prevention efforts. Commanders, directors, and leaders will conduct an aggressive program that addresses all facets of my POV accident prevention program outlined in reference 1f.

## 5. Responsibilities:

### a. Armor Branch Safety Office

(1) Provide Public Affairs Office (PAO) with summer safety information for use on Armor Center Television and in the Turret. Begin in February and continue throughout the summer season.

(2) Provide safety alerts on KNOXINFO to keep personnel aware and abreast of critical summer safety issues.

(3) Provide posters, handouts, and information to support unit heat injury prevention programs.

(4) Review unit and organization summer safety plans/programs by 28 Feb 04 for completeness; provide assistance and input where necessary.

(5) Inspect range facilities by 15 Mar 04 to ensure lightning protection systems are in place.

(6) Conduct training site inspections throughout the summer season to ensure hot weather safety requirements are followed; provide feedback to unit commanders.

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(7) Address summer season safety issues and precautions at all safety briefings for units conducting annual training at Fort Knox.

(8) Conduct IPR by 13 Apr 04 to ensure provisions of this document are implemented.

b. Director, Directorate of Plans, Training, Mobilization, and Security (DPTMS).

(1) Review, and update as necessary, Fort Knox Plan No. 1-02, United States Army Armor Center and Fort Knox Tornado Warning/Shelter Plan.

(2) Conduct annual tornado warning exercise in both the Garrison and training complex by 28 Feb 04.

(3) Notify the PAO to disseminate tornado warning over the installation Television Override System; during nonduty hours, the IOC has this responsibility.

(4) Direct PAO to announce tornado and severe thunderstorm watches and warnings, as well as "ALL CLEAR" conditions, over Channel 98 television.

(5) Ensure IOC instructions outline actions to take in the event of a tornado warning; conduct briefings for IOC to clarify required actions.

(6) Range Division conduct Wet Bulb Globe Temperature readings hourly during the hot weather season. Make readings available to units and organizations by calling 4-HEAT (4-4328). Provide weather watches/warnings to personnel in the training complex.

c. Director, Directorate of Base Operations Support (DBOS).

(1) Test the installation emergency siren system in conjunction with DPTMS' annual Tornado Warning Exercise.

(2) Activate the emergency siren system (three 1-minute steady tones, repeated three times) upon notification by 18<sup>th</sup> Weather Squadron forecaster, Military Police, Fort Knox IOC (nonduty hours), or DPTMS (duty hours). Activate the "ALL CLEAR" signal (one 45-second steady tone) when directed by 18<sup>th</sup> Weather Squadron forecaster.

(3) In the event of siren system failure, immediately notify the LEC/PM, IOC (nonduty hours), and DPTMS (duty hours).

(4) Spray insects based on MEDDAC approved work order and spray poisonous plants and weeds based on work order approved by the Installation Pesticide Coordinator.

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(5) Place a copy of annexes 1 and 2, appendix A, reference 1g, in all Family Housing Information Packets.

d. Public Affairs Officer.

(1) Publish summer safety information in the Turret and on Channel 98 television.

(2) Publish annual tornado warning exercise information in the Turret and on Channel 98 television.

(3) Broadcast tornado and severe thunderstorm watches and warnings as well as the "ALL CLEAR" announcement on Channel 98 television.

e. Commander, MEDDAC.

(1) Publish Heat Injury Prevention memorandum by 15 Mar 04.

(2) Conduct heat injury prevention training upon request throughout the summer season.

(3) Conduct surveys to determine mosquito and tick populations throughout the summer season and publish recommended actions to control mosquitoes and ticks. Prepare a risk assessment worksheet (FK Form 5008-E, Sep 03) on mosquito control IRT West Nile Virus each week throughout the summer season; provide a copy of risk assessment to commanders and directors.

(4) Survey field sites to test quality of the drinking water supply and ensure proper preventive medicine procedures are implemented such as heat injury prevention measures and proper field sanitation practices.

(5) Inspect and certify water trailers used to supply drinking water by 15 Mar 04.

(6) Review, validate and investigate each heat injury treated at Ireland Army Community Hospital.

(7) Report all validated heat injuries to the Office of the Surgeon General (OTSG) as required by Medical Command (MEDCOM) and report each validated heat injury to the Installation Commander through the ABSO.

(8) Provide WBGT reading to installation.

f. 18<sup>th</sup> Weather Squadron, 3D Research Corporation.

(1) Issue, terminate or cancel all tornado and severe thunderstorm watches and warnings.

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(2) Direct the installation Fire Department to sound the tornado-warning signal and the "ALL CLEAR" signal.

(3) When tornado and severe thunderstorm watches and warnings are determined, immediately provide information to the PAO. After duty hours provide information to the IOC.

(4) Provide WBGT reading to installation.

g. Commander, Law Enforcement Command/Provost Marshal (LEC/PM).

(1) Time permitting and necessity dictating, broadcast tornado warnings from military police vehicles.

(2) Provide assistance and security as necessary in the event of a tornado or severe thunderstorm.

h. Commanders/Directors, all units and organizations (includes Active and Reserve Component and other units training on Fort Knox).

(1) Conduct risk management training and ensure all personnel are proficient in the five-step risk management process.

(2) Always consider summer season weather conditions when conducting risk assessments. Use the weekly MEDDAC risk assessment concerning mosquito control IRT West Nile Virus to ensure controls are in place.

(3) Review SOPs, and update as necessary, to ensure summer season safety issues are adequately addressed by 1 Apr 04.

(4) Appoint a Heat Injury Control officer/NCO before 1 Mar 04.

(5) Conduct training for all personnel on heat injury recognition, treatment, and preventive measures by 1 Apr 04. Refresher training will be conducted at least monthly during the summer season. Conduct weekly safety briefings on the dangers of alcohol consumption and the increased risk of dehydration.

(6) Conduct interviews with all personnel by 1 Apr 04 to identify those with previous heat injuries. For IET Soldiers, conduct this interview during inprocessing. Place a piece of white material (2" x 3") on the Soldier's canteen holder to identify them as a previous heat casualty.

(7) Conduct and record heat stress measurements as close to the training site as possible using the standard Wet Bulb Globe Temperature (WBGT) kit, NSN 6665-01-381-3023.

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(8) Supply adequate potable water and enforce water intake before, during, and after physical activity. Follow guidance in reference 1e.

(9) Ensure all personnel receive training on proper nutrition, including the importance of monitoring your salt intake and eating at least three meals per day. The Nutrition Care Division, MEDDAC, is available to conduct classes on proper nutrition; contact them at 624-9286 to schedule classes.

(10) Minimize heat stress by decreasing work pace and/or increasing rest periods. Follow guidance in reference 1e for work-rest cycles.

(11) Investigate and report all heat injuries to MEDDAC to ensure errors are identified and corrective action is taken.

(12) Ensure all personnel operating "walk behind" power lawn mowers are trained and that training is documented. Personnel operating riding lawn mowers and tractors must be trained and licensed per AR 600-55.

(13) Inspect and service lawn mowers and lawn care equipment before each use.

(14) Use reference 1f to ensure privately-owned vehicle accident prevention programs are up to standard.

(15) Consider that the Army beret does not have a visor to protect the face; this calls for increased care to prevent sunburn-using sunscreen.

(16) Family and community safety is part of the summer safety campaign. The following "off-duty" issues must be included in summer loss prevention programs:

(a) PT and Running Safety. More people tend to be out jogging during the warm weather months. Precautions must be taken to avoid heat injuries and vehicle to pedestrian accidents. Run only on authorized routes.

(b) Bicycle/Skateboard/Roller blade/Scooter Safety. There will be more people, particularly children, on the roadways during the summer months utilizing these recreational items. Ensure family members and soldiers receive guidance (by USAARMC Reg 385-10) on the proper use of these items, the necessary safety equipment, and rules-of-the-road.

(c) Swimming and Water Sports. Other than pools designated by DCFA there are no authorized swimming areas on Fort Knox. Follow water safety rules at off-post sites, e.g. wear personal flotation devices, allow only trained/experienced personnel to operate watercraft, and never mix alcohol and water sports.

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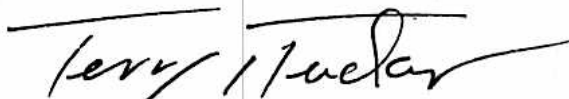
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(d) Picnics and Barbecues. Follow food safety rules – keep food refrigerated to avoid poisoning. Allow only experienced personnel to operate barbecue grills and rigidly enforce safety rules to prevent burns and fires.

(e) Heat and Sun Burn. Special care must be taken with children and pets during the summer months to prevent heat injuries and sunburn. NEVER leave children or pets alone in a vehicle where temperatures can quickly rise to deadly levels.

(f) Grass Cutting. Ensure children are knowledgeable and capable before allowing them to operate lawn care equipment. Before mowing or weed eating ensure the area is clear of people and pets. Always wear proper clothing and hearing and eye protection. Never allow children to ride on lawn mowers or lawn tractors.

7. The effectiveness and success of our summer safety campaign depends on adequate planning and preparation. I expect leaders to know, teach, follow, and enforce standards dealing with heat injury prevention and other areas outlined in this memo. Now is the time to review safety program requirements and ensure they are in order. The simple fact is we cannot afford the loss of a Soldier, civilian employee, or family member during this or any other season of the year.



TERRY L. TUCKER  
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Commanding

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